



QMHP

OnTrack is an equal opportunity employer. OnTrack does not discriminate against applicants or employees based on race, color, gender, religion, age, national origin, physical or mental disability, sexual orientation, gender identity, family relationship, marital status, veteran status, military service, employment status, or any other classification protected by local, state, or federal law. Any person who needs accommodation to participate in the application process should communicate with Human Resources. Any employee who needs accommodation to perform the essential functions of his or her job should communicate with his or her supervisor. OnTrack will work with an applicant or employee to evaluate whether there is a reasonable accommodation that does not pose an undue hardship on the operations of his/ her/their department.

JOB SUMMARY: Conducts comprehensive clinical assessments as a part of the diagnostic process, reviews ongoing delivery of services, identifies individual client needs and diagnoses substance use and/or mental health disorders. Conducts individual, family and group sessions to provide therapeutic treatment, and behavior modification using evidence-based practice to assist clients in reaching treatment goals. As member of clinical staff and treatment teams, assists in case management and coordination of community resources to meet client needs.

SUPERVISED BY: Program Manager

STATUS: This position is non-exempt, full time

Supervision Exercised: None

Essential Functions:

- Assess the nature and extent of client's mental health and co-occurring disorder, formulate a plan for service that addresses the presenting problem
- Establish rapport, systematically gathers data, determines a client's readiness for treatment and change; applies accepted criteria for diagnosis of substance abuse disorders
- Screens for psychoactive substance toxicity, intoxication, withdrawal symptoms, aggression, or danger to others, potential for self-inflicted harm or suicide and coexisting behavioral health problems.
- Plan, develop, and implement goal oriented, therapeutic services for individuals and families
- Provide age and population specific/appropriate individual and group treatment sessions
- Collaborate and communicate with staff and community treatment team members to provide holistic integrated treatment; act as primary counselor and case manager for assigned clients
- Demonstrates knowledge of and adherence to accepted ethical and behavioral standards of conduct and continuing professional development
- Participates in in-service training, clinical supervision, case staffing, consultations, and other meetings.
- Maintain accurate and timely records of service delivery in accordance with agency standards including evaluation of progress towards individually defined and measurable goals

JOB REQUIREMENTS

Experience and Skills Requirements:

- Minimum 3 years' prior experience working in the behavioral health field.

- Experience with electronic health records systems
- Good organization skills
- Ability to work efficiently independently and collaboratively as part of a team.
- Effective oral and written communication skills
- Basic computer skills required i.e., Microsoft, Outlook, SharePoint etc.
- Spanish fluency a plus
-

Education/Licensure/Certification requirement:

- QMHP-CS Certification Required.
- Master’s degree in social work or other behavioral health related discipline

Background: Clear background check.

Work environment: This job is primarily sedentary work, and located in a standard office environment. Visual acuity is required for review of assessments, spreadsheets, and viewing of computer monitor. Occasional movement to job and group sites is necessary. Ability to use a telephone and computer a significant portion of every workday. Schedules may include weekend or early evening hours. Post may be in either residential or outpatient facility. Competitive wages and comprehensive benefits program. Recertification fees, professional some continuing education and professional development support provided.

References: 3 references required to verify experience

Recovery (if self-disclosed): Addiction and alcoholism are medical conditions, protected from discrimination under the Americans with Disabilities Act as Amended, Oregon disability laws, and other laws. OnTrack does not ask applicants or employees if they suffer from alcoholism or addiction or are currently in recovery. However, as a provider of recovery support services, we believe alcoholics or addicts in recovery are often the best mentors for others still struggling, and we will hire qualified individuals in recovery for direct client contact positions. On the other hand, the early stages of recovery are subject to frequent relapse and uncertainty, which would make hiring an individual in the early stages of recovery inconsistent with our mission, and would likely make the individual unable to effectively perform the essential functions of any position that involves direct client contact. Therefore, *if* an applicant or employee discloses a history of addiction, *and* the position involves direct client contact, we do require the individual to confirm that he or she has been in recovery for a minimum of two years.

Not Comprehensive List: *This is not intended to be a comprehensive list of all duties and responsibilities, and is representative of the scope of the work. The duties and responsibilities listed in this job description may be subject to change at any time due to reasonable accommodation or other reasons.*

Upon signing this form, you are in agreement with all responsibilities listed above and acknowledge receipt of the job description, and acknowledge that you can perform all the essential functions of the position, with or without reasonable accommodation.

Print name

Date

Signature